



Directives Development

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What is a Directive?

Official communication of:

- Policies
- Requirements
- Guidance
- Procedures

Types of Directives

- Directives include
 - Policies
 - Orders
 - Notices
 - Manuals
 - Guides
 - Technical Standards





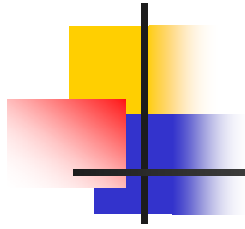
Policies

- Philosophies and fundamental values
- No requirements



Requirements

- Orders
 - Objectives, requirements & responsibilities
 - Requirements for contractors in a contractor requirements document (CRD)
- Notices
 - Similar to Orders but with one year expiration
 - Urgent safety and health issues while pursuing other directive options
- Manuals
 - Requirements, responsibilities and instructions
 - Requirements for contractors in a CRD



Guidance

- Guides
 - No requirements
 - Acceptable methodology
- Technical Standards
 - Acceptable methodology
 - No responsibilities
 - Not in Directives Program
 - Can be made requirements in contracts or regs



Technical Standards

- Technical Standards are not processed in the Directives Program.
- <http://www.hss.energy.gov/nuclearsafety/techstds/>
- DOE O 252.1



Alternatives to Directives

<http://www.directives.doe.gov/directives/alternatives.html>

- Technical Standards
- Rules & Regs
- Acquisition Regs (FAR, DEAR, Acq. letters)
- Government Performance and Results Act (GPRA) Documents (e.g., Strategic Plan)
- Line Direction



Pre-coordination

- Working Groups – stakeholders including:
 - Subject Matter Experts (SMEs)
 - Topical Committees
 - HQ Offices
 - DOE Field
 - Contractors
 - Central Technical Authorities (CTAs)
 - Defense Nuclear Facilities Safety Board (DNFSB)
- Do not wait for RevCom to include stakeholders



CTA Coordination

- List of Directives of Interest in draft DOE O 410
- Jim McConnell, Chief of Defense Nuclear Safety (CDNS)
- Chip Lagdon, Chief of Nuclear Safety (CNS)
- Carol Sohn for Science (Chip may coordinate)



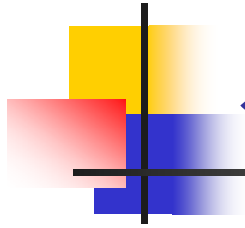
DNFSB Coordination

- Send draft in parallel with RevCom to Departmental Representatives (Dep Rep or HS-1.1)
- List of Directives of Interest to the DNFSB on Dep Rep Web site <http://www.deprep.org/>
- Consider inviting DNFSB staff to working group meetings
- Dep Rep sends formally to DNFSB
- Resolve DNFSB comments
- Must have “all clear” letter from Board before publication



Web Help

- <http://www.directives.doe.gov/> - click on "write or revise" (twice)
- Templates for directives at bottom of page



Justification Memo

- See “processing a directive”:
<http://www.directives.doe.gov/directives/processingDirective.html>
- Sample memo to MA-1 on web
- Not needed for Guides

DM Team & Justification Memo



- Submit memo through MA-44 (DM TEAM)
- DM Team will send draft justification memorandum for review to the Advisory Group
 - Three Under Secretaries
 - General Counsel
- Resolve issues before forward to MA-1



Advance Notice to Directives Points of Contact (DPCs)

- Email sent to DPCs by DMTeam to notify them that a directive is being developed or revised
- The email includes the purpose and the proposed coordination date for planning purposes



Processing Directives

- MA-1 will select track option (30/60/90/120 days)
- Keep DM Team in the loop



Draft Directive for RevCom

- Send draft to MA-44 when ready for review and comment in RevCom
- Copy your management on email



RevCom Hierarchy – 4 Tier

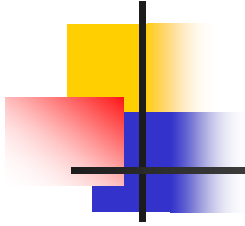
- HQ DPC
 - DOE Field DPC
 - Contractor DPC
 - Contractor SMEs



Impact of 4-Tiers on Tracks

Track	Comment Period	Individual Comment Period
30 day	10 days	$10/4 = 2.5$ days each
60 day	20 days	$20/4 = 5$ days each
90 day	30 days	$30/4 = 7.5$ days each
120 day	35 days	$35/4 = 8.75$ days each

These review days include:



- Weekends
- Holidays
- Travel days
- Sick days



Writing for the User

- Clear instructions for the document user
- Writing and editing training tomorrow